



DEPARTMENT OF THE ARMY
ARMY CONTRACTING AGENCY
INFORMATION TECHNOLOGY, E-COMMERCE
AND COMMERCIAL CONTRACTING CENTER
2461 EISENHOWER AVENUE
ALEXANDRIA, VA 22331-1700

SFCA-IT-D

5 October 2007

SUBJECT: Draft Request for Proposal (DRFP) Number W91QUZ-08-CASS-DRFP for the Business Transformation Agency (BTA) Cross Agency Support Services (CASS) Acquisitions

NOTICE TO INTERESTED VENDORS:

This is NOT a Request for Proposal (RFP).

The U.S. Army Contracting Agency (ACA), Information Technology, E-Commerce and Commercial Contracting Center (ITEC4) invites you to respond to the enclosed Draft Request for Proposal (RFP) for the BTA CASS.

The intent of this DRFP is to provide information to industry to obtain comments. The Draft Statement of Objectives (SOO), Draft Section M (Evaluation Criteria), and Draft labor categories and descriptions are being provided. All attempts have been made to ensure that the information provided is as complete and accurate as is presently possible. However, interested vendors are cautioned that the information contained in the DRFP is subject to change.

The BTA CASS acquisitions will seek support services for four (4) Lines of Business (LoB). Four (4) separate acquisitions will be conducted, one for each LoB, and multiple contracts, for each LoB, are anticipated.

The four (4) LoB are:

(1) **Independent Verification and Validation (IV&V):** These efforts are typically independent of development and implementation efforts, but essential for reducing risk and ensuring quality and effective solutions are delivered. IV&V is required for many BTA products, including the Business Enterprise Architecture (BEA) and Enterprise Transition Plan (ETP), and all phases of the acquisition process for software development.

(2) **Support Services:** There are numerous support services required by BTA, including, but not limited to: **Administrative** services which include supply management, document/records management, clerical support, office space and facilities management, meeting facilitation management, and compliance reporting; **Communications** Services which represent communications efforts within the BTA, communications with BTA stakeholders across DoD, and communications and public outreach efforts with departments and agencies outside DoD; **Human Capital** support to manage, deliver, and execute on the HR policies, procedures, and guidelines; **Financial** services to create, submit and defend executable budgets clearly linked to

agency and DoD business transformation goals; **Acquisition** support which supports the Milestone Decision Authority/Component Acquisition Executive, cost estimating support, and contract management support; and **External Liaison** support of its key relationships with stakeholders throughout the federal government to include the Office of Management and Budget, the Government Accountability Office, and members of Congress.

(3) **Thought Leadership and Change Management:** This LoB covers services such as strategic and tactical planning, change management and training, and investment management.

(4) **Enterprise Resource Plan (ERP) Support:** The objective of this LoB is to accelerate deployment of the component ERPs.

The IV&V, Support Services, and ERP Support LoB are 100% set-aside for small business. The Thought Leadership/Change Management LoB acquisition will be conducted under full and open competition. The FedBizOpps only allows the posting of a single NAICS, therefore, the predominant NAICS was used in the FedBizOpps. The IV&V NAICS is 541330. The Support Services, Thought Leadership/Change Management, and the ERP Support NAICS is 541611.

Interested vendors are invited to submit comments, questions or suggestions regarding this DRFP to the address, below, not later than 23 October 2007. The Government will not provide a formal reply to the submissions it receives. However, all responses will be considered in formulating a final RFP.

Comments, questions, or suggestions shall be sent to both of the following e-mail addresses:

Teresa.Lukavec@conus.army.mil and

Jessica.Williams11@conus.army.mil

Upon release of a formal Request for Proposal (RFP), proposals will be solicited using performance-based service contracting principles including use of a Statement of Objectives approach for defining the requirements.

The contract term is anticipated to include a base period of one year, with four one-year options to extend the term.

Sincerely,



Teresa L. Lukavec
Contracting Officer